Portal User Group Meeting

September 10, 2014

Agenda

- Welcome
- Updates
- Reminders
- New CT.gov Site
- Questions & Comments

Welcome

Portal Management Group

- Angela Taetz – Manager
- Mario Mezzio
- Margie Hasen
- Chris Sheehan
- Craig Mollison (Backup)

Updates

Mario Mezzio

Security

- Security Concerns from DAS/BEST Security Group
  - Possible Entry Points Discovered
  - Worked with Vendor to close entry points
  - Restrictions on File Uploads
    - Additional file formats excluded
- What can you do to Help
  - Limit Access to your website
  - Remove Admin rights if user leaves agency

Web FileManager Issue

- No Overwrite Prompt when Uploading File on Web FileManager
  - Vendor removed Overwrite code
  - Issue only when Uploading from Web FileManager
  - No issue if uploading file from the Editor

Folder Issue

- Duplicate Folder when creating New One
  - Limit on Number of Folders
    - Folders per site before issue - 87
    - Site Specific
  - Create Categories

Reminders

Mario Mezzio

Web Browser Issues

- Internet Explorer 11
  - Issues with DSF Editor
    - Table Borders & Scrolling Bars Do Not appear
    - Edit Properties HTML code not displaying
  - Add CT.gov domain in the Compatibility View Settings
  - Revert back to IE10 (if possible)
  - Working with vendor for a possible fix

Web FileManager Issues

- Application Blocked by Security Settings after installing Java 7 Update 65
- Add CT.gov Domain Name to Java Exception Site List Panel
  - Add http://www.ct.gov and http://ct.gov
  - This will allow all http://www.ct.gov/agencyname sites to run the Web FileManager application.   You do not need to enter your specific agency URL.
- If you site URL is http://www.agencyname.ct.gov add it to the exception list along with http://www.ct.gov
- Opening Web FileManager
  - Security Warning Screen, select "Run"
  - Your Web FileManager files should now display
  - If you browser is open during this process, close it and log back in

Web FileManager Issues

- If after installing Java 7 Update 65 you do not see the "Edit Site List" in the Java Security tab, it means there are multiple versions of Java installed on your machine
- Remove all previous versions of Java
- Keep the latest version or download if not installed
- Restart your browser by closing all of your browser windows.
- Go back into the Java Security tab and you should be able to see "Edit Site List".

Requesting Services

- Help Desk Tickets
  - System Admin should be submitting tickets
  - Provide as much information as possible
  - Website URL
- If it is an emergency or you cannot access the form, contact the Help Desk by phone at (860) 622-2300
- If you feel the need to contact PMG directly, please email pmg@ct.gov

DSF Training (Basic)

- PMG is offering basic DSF training
- We are scheduling one class a month at DAS/BEST
- The classes are geared for new users or those that need a refresher
- New users will be given priority for the classes.
  - Returning users will be placed on a wait list and notified 1 week prior to the class if there is availability.
- If you have Content Admins who need this training, please submit a work request

DSF Training (Advanced)

- If you or your staff need advanced training (beyond the class offered), submit a Work Request, and we will schedule a one-on-one session

- Please note that our availability for these advanced training sessions may be limited due to other projects and deadlines

DSF Users Site

- DSF Users site is designed to keep System Admin updated on current issues related to the DSF software

- You can find downloads and information to correct issues with the DSF Software

- Check with Portal Management Group before installing updates

- Website URL: http://seedeater.ct.gov/dsfusers

Housekeeping

- Clean out eAlert and Routing queues
- Some sites have hundreds of pages of eAlerts or Routing notifications
  - These are all stored in the DSF database
- Review/Clean your Website
  - Content
  - Admins
    - Remove Admins if they left agency

New CT.gov Site

Angela Taetz

Schedule Change

- Target date is now January 7, 2015
- Contributing Factors to the change
  - Finalizing the design
  - Configuring Ektron and ensuring it's a good foundation for all agencies
  - Additional time to test and get public input
  - Complexity of unified approach

Revised Migration Plan

- We proposed moving sections of content into the topics
- Decided to go back to traditional approach and move an entire agency to new system

Revised Migration Plan

- Advantages of tradition approach
  - Continuity of experience for end users
  - Easier for us to work on site as a whole with administrators
  - Clean transition from system to the other for things like eAlerts, permissions, and workflow
  - We can train all administrators within an agency and they can support each other
  - No search engine duplication between old and new sites

Agency Involvement

- We still need input on topic pages and navigation
- Over the next month we will be asking for the following.
  - Input on content and graphics used on topic pages
    - Popular Links
    - Slider Graphic (like rotating images on current CT.gov home page)
    - Open Data content
    - Appropriate Twitter feeds

Agency Involvement

- Over the next month we will be asking for the following.
  - Review topic navigation and corresponding descriptive blurbs
  - These will be sent out by topic as they become available
  - Driving and Transportation, Jobs and Employment, and Revenue are ready for review
  - We'd like input from all agencies and feedback will be shared with content owner
  - Content owners will be responsible for final approval on what goes into the blurb

Agency Involvement

- Navigation and Blurbs (cont.)
  - We will be sending instructions and single location to find all the topic files
  - Once we send out, we would like input within 1 week
  - No substantive changes will be made without content owner review

Ektron Demonstration

- Mike Provencher, Connecticut Interactive

Questions & Comments

2014 Portal User Group Meetings

- Tentative Dates
  - September 2014
  - December 2014

Thank you